

# 6(d) CERTIFICATION REQUEST

## ORDER FORM FOR SALE OR REFINANCE OF A UNIT

**Global Property Services | 55 Winthrop St. Suite 1, Rehoboth, MA 02769 | T. (508)252-4010 | F.(508)252-4510 | Info@globalpropertyservices.com**

Before a 6(d) certificate is issued the unit account shall have a zero balance and all of the following information must be completed. Please sign and return this form to our office along with a check for \$200.00 payable to "Global Property Services". Please note that if your closing date gets moved to the following month you will be responsible for receiving a new 6(d).

Date of Request: \_\_\_\_\_ Closing Date (REQUIRED): \_\_\_\_\_

Property Name & Address: \_\_\_\_\_

Unit Owners Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Buyer: \_\_\_\_\_

Buyer's Phone Number & Email: \_\_\_\_\_

Will Buyer be living in the unit? YES: \_\_\_\_\_ NO: \_\_\_\_\_

Send welcome package to this Email: \_\_\_\_\_

If you prefer a welcome package mailed, please specify to what name and address:

\_\_\_\_\_

The undersigned unit owner(s) hereby authorize Global Property Services (GPS) to release information in all matters concerning the unit and the association, including pending litigation (if any). Information in reference to this transaction is being provided by GPS, in its capacity as agent for the association or trust, to the best of its knowledge and belief. Information is gathered from sources deemed to be reliable; however, GPS does not warrant or guarantee the accuracy of the information and you are urged to verify this information through other sources.

\_\_\_\_\_  
*Owner's Signature*

\_\_\_\_\_  
*Owner's Signature*

### **Helpful Information:**

#### *What is a 6(d) Certificate?*

A 6(d) certificate is required for the sale or transfer of ownership or when refinancing a unit. The certificate states that there are no charges due as of the date through which payment has been received.

#### *Who pays for closing documents?*

For refinancing the cost of the 6(d) and all other documents is paid by the homeowner. For unit sales, the cost of the 6(d), condominium and all other association documents is usually paid by the seller.